



Prince George's County Government
Environmental Review Officer (Community Developer 3A)

SALARY	\$60,657.00 - \$91,696.00 Annually	LOCATION	Largo MD, MD
JOB TYPE	Probationary FT	REMOTE	Flexible/Hybrid
JOB NUMBER	8607	EMPLOYMENT	
DIVISION	HCD Environmental Review Group	DEPARTMENT	Housing and Community Dev
CLOSING DATE	9/5/2024 11:59 PM Eastern	OPENING DATE	08/06/2024

Nature and Variety of Work



Come join our team!

Prince George’s County Government provides a dynamic and inclusive workplace where employees can thrive, learn, and grow across its 30 diverse agencies, all dedicated to serving the County’s residents with essential resources and services. Nestled just minutes away from Washington, DC, Prince George's County combines urban vibrancy with serene surroundings, offering an ideal setting to live, work, and enjoy life.

We are Prince George’s Proud!

The Prince George's Housing and Community Development Department is seeking highly qualified candidates to fill an **Environmental Review Officer** position, grade A24 within the Community Planning and Development Division.

About the Position:

This is a professional position within the Community Planning and Development (CPD) Division. The incumbent of this responsible for the preparation of environmental compliance analysis and documentation. The Environmental Review Officer works under the oversight of the Senior Environmental Review Officer to implement the National Environmental Policy Act (NEPA) of 1969, Environmental Review procedures for entities assuming HUD Environmental Responsibilities (24 CFR Part 58), and related laws and authorities. The work requires the ability to independently locate and interpret relevant federal and state regulations, attention to detail, and clear and professional writing. Work performed for all duties of this position is evaluated based on timely and successful completion of assigned responsibilities.

About the Agency:

The Prince George's County Department of Housing and Community Development (DHCD) works with affordable housing

developers and community partners to support equitable economic growth in the County by creating and preserving quality homes for current and future residents. DHCD does not lease, own, or sell affordable housing. We provide financing for new construction and the preservation of affordable housing.

Examples of Work

- Conducts Environmental Analysis - Ensures that planning for assisted projects is in accordance with federal environmental regulations. Completes archival and field research utilizing the best available resources and technologies.
- Report and Notice Preparation - Prepares reports in accordance with HUD and EPA recommended formats for Environmental Assessments, Statutory Checklists, and other technical reports. Drafts public notices and findings in accordance with all internal policies and procedures. Distributes and maintains records in accordance with internal policies and procedures.
- Edits Environmental Review Records and Reports - Reviews reports, correspondence, and other documents prepared by internal and external parties.
- Provides Technical Assistance to Internal and External Clients - Serves as advisor to program staff and subrecipients regarding the need for specialized environmental studies and reports. Provides advice related to scoping and procurement for specialized environmental studies. Advises internal and external parties about the applicability of given rules, regulations, and best practices.
- Willingly and cooperatively performs tasks and duties, which may not be specifically listed in the position description, but within the general occupational category and responsibility level typically associated with the employees' class of work in order to meet agency's needs.

Qualifications

- A Bachelor's degree in business or public administration, social services, sociology, psychology, or a related field **plus/and**
- Two (2) years of responsible community development supervisory work

An equivalent combination of education, experience, and training may be considered,

Preferred Qualifications:

- Bachelor's degree in Environmental Science, Historic Preservation, Architectural History, or other related fields.
- At least two (2) years of responsible professional research, and writing, technical analysis, and developmental work experience in environmental science and/or historic preservation.

Additional Information

Job Location: 9200 Basil Court, Largo, MD 20744

Conditions of Employment: Upon selection, the candidate must:

- **Meet all training and performance standards and** demonstrate proficiency as required by the agency.
- Wear and use agency protective apparel and equipment in the performance of their assigned duties, if applicable.

- May be required to successfully pass preemployment checks which may include reference checks, background investigations, and drug screenings, where applicable.
- Essential employees are expected to report during standard or non-standard hours as operations necessitate, or during emergencies. Essential employees are expected to report or remain at work when other County employees are granted Administrative Leave.
- Considerable knowledge of information sources and research methods particularly in the field of physical, social, and/or economic community development, as well as human group behavior.
- Considerable knowledge of administrative interrelationships particular to those federal, state and local agencies which are currently funding or controlling the funding of community development programs.
- Ability to work effectively with the disadvantaged or their group representatives as well as representatives of social service agencies operating related programs.
- Ability to provide liaison and coordinative services between those federal, state, and local agencies involved in programs of the division to which assigned.
- Ability to collect and summarize, analyze and interpret a variety of socio economic and related statistical data and prepare related reports for management.
- Ability to describe observations, state arguments, and propose recommendations clearly, accurately, and concisely, both orally and in writing.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to provide and verify authorization to work in the United States without sponsorship.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S., only after an offer has been accepted and the Form I-9 is completed. For information on E-Verify, or if you believe the County has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 888-897-7781 or visit their website at dhs.gov/E-Verify.

INTERNAL APPLICANTS: If you are a current Prince George's County Government employee and seeking a promotion, in accordance with Section 16-200 of the Personnel Law, you have the right to appeal a rejection rating within five (5) working days of receiving a rejection notice. Union employees should refer to their respective collective bargaining agreement and/or union representative for their grievance procedure.

Prince George's County Government is an Equal Opportunity/Affirmative Action Employer Committed to Diversity and Inclusion in the Workplace

Agency

Prince George's County Government

Address

1400 McCormick Drive, Suite 159

Largo, Maryland, 20774

Phone

301-883-6330

301-883-6330

Website

<http://www.princegeorgescountymd.gov/>

Environmental Review Officer (Community Developer 3A) Supplemental Questionnaire

*QUESTION 1

I acknowledge and understand that the responses to the supplemental questions must reflect the information provided under the "Work Experience" section of the application. My responses will be used to determine whether or not I possess the minimum qualifications required for the position.

- Yes
- No

*QUESTION 2

Which best describes your highest level of education completed?

- High School Diploma or G.E.D
- Some college, but no degree completed
- Associate's Degree
- Bachelor's Degree
- Master's Degree or JD
- Doctorate/PHD
- Other

*QUESTION 3

Do you have a Bachelor's degree in Environmental Science, Historic Preservation, Architectural History, business or public administration, social services, sociology, psychology or other related fields?

- Yes
- No

QUESTION 4

In what major or field of study did you receive your college degree?

*QUESTION 5

How many years of responsible professional experience do you have in community development?

- Less than 1 year
- 2-3 years
- 4 to 5 years
- 6+ years

*QUESTION 6

How many years of supervisory work experience do you have in community development supervising people?

- No experience
- Less than 1 year
- 1 year
- 2 years
- 3 years

- 4 to 5 years
- 6 or more years

***QUESTION 7**

Please explain your supervisory community development experience as well as list/dates of employment with your answer. Answers such as "See Resume" will not be accepted. If no experience, enter N/A.

***QUESTION 8**

How many years of developmental work experience do you have in environmental science and/or historic preservation?

- Less than 2 years
- 2-4 Years
- 5-7 Years
- 8+ years

QUESTION 9

Please tell us when and where you gained this knowledge. Please don't add "See Resume."

***QUESTION 10**

Are you willing and able to participate as an essential employee? Essential employees are expected to report during standard or non-standard hours as operations necessitate, or during emergencies. Essential employees are expected to report or remain at work when other County employees are granted Administrative Leave.

- Yes
- No

*** Required Question**